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RECORDS MANAGEMENT DIVISION

14 JAN 1955

Chief, Records Management Division, MS

Chief, Mail and Courier Branch, AS/LO

Courier Service between Headquarters and the new Records Center

REFERENCE: Memo dtd 5 January 1955 fr Deputy Director ( Administration )  
to Chief, Logistics Office, subject, Courier Service for  
Records Center.

1. In compliance with paragraph 2 of the above referenced memorandum, the Mail and Courier Branch, Administrative Staff, Logistics Office will provide daily courier service between Headquarters and the new Records Center until the [ ] is in a position to assume this responsibility.

2. In order that the Mail and Courier Branch may make plans to assume this service, it is requested that your office furnish the following information.

- a. Any special pickup of Record Center material which is not handled by the mail and courier service.
- b. Estimated workload.
- c. Storage of material pending delivery.
- d. Telephone channels between Headquarters and the new Records Center.
- e. The need for providing an armed courier on this assignment.

3. Your cooperation in this very important matter is greatly appreciated.

LO/AS/MCB:BSM

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